

City of Chattanooga, TN
Personnel Class Specification

Class code 0079

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, FINANCIAL OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and manage the overall operations of accounting, payroll, and disbursement for the Finance Department, ensuring compliance with all applicable regulations, laws, and internal policies pertaining to proper accounting of public funds.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages the overall accounting, payroll and disbursement functions; applies general accepted accounting principles (GAAP) to develop and write procedures and assist management in decision-making practices; maintains compliance with federal, state, and local laws and legislation; complies with Governmental Accounting Standards Board (GASB) rules on accounting practices; justifies and reports any departures from these standards in agency financial statements.

Analyzes, researches and compiles financial data and accounting records to communicate accounting information to upper management; examines financial data to assist in management decisions; prepares financial statements and reports; presents written and oral summaries of analytical research and findings to departments and management as required.

Cooperates with external auditors conducting City audits; provides financial information and data when requested; answers questions and/or inquiries regarding information; prepares reports to auditors as required.

Monitors financial and payroll system performance; ensures systems are running properly; makes recommendations and approves system enhancements and changes.

Evaluates, approves and makes recommendations for new financial software as needed; develops and executes resolution of system problems; writes specifications for system or program enhancements and system-generated reports; assists other departments and divisions in the use of systems.

Approves changes to accounting chart of accounts; authorizes additions, deletions and changes when warranted; protects against duplication of account numbers.

Develops and approves procedural changes as necessary to improvement accounting, financial and disbursement systems; requests policy changes when necessary.

Prepares journal vouchers and entries to transfer, adjust, and/or correct computerized accounting records; reviews for accuracy and completeness of entries.

Maintains thorough knowledge of departmental automated accounting systems; makes recommendations for changes as needed; assists other personnel in the use of these systems when needed.

Answers questions and responds to complaints from department staff, management and other City personnel; solves problems and/or makes suggestions for improvement or changes.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes progressively responsible, public-sector accounting and/or financial experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.